
VACANCY ANNOUNCEMENT (1/Aug/091/2018)

Pact is an international non-profit, non-religious, non-political and non-governmental organization that is based in Washington D.C, United States. Pact is currently working in 57 countries, implementing more than 100 programs. Pact has been working in Myanmar for nearly two decades, implementing a wide range of development programs which focuses on promoting the lives of the vulnerable community.

Pact in Myanmar is currently seeking a motivated, experienced and dedicated candidate for the position of **Senior Finance Officer (Field Reporting)**.

Position Title:	Senior Finance Officer (Field Reporting)
Department:	Finance Department
Supervisor:	Assistant Finance Manager
Salary:	Attractive, with generous staff benefits
Duty Station:	Yangon Office

Position Summary:

The Senior Finance Officer (SFO) is responsible for Field Reporting supports field financial management function of PACT Myanmar. S/he will review of the monthly field financial reporting and assists the Assistant Finance Manager (AFM) with all field finance related matters, including areas such as budget management, costs allocation, transaction review/test, internal controls, on site visit to the field offices, reviewing compliance with policies and procedures, training and capacity building of the field finance staff.

Specific Duties and Responsibilities:

- Responsible for ensuring that field offices accounting functions are completed on a timely basis, including payroll, accounts payables paid within terms and accounts receivable actively managed. Complete month-end closing and journal entry preparation and bank& cash reconciliations. Maintain detailed and accurate records for all financial transactions in an organized and professional manner.
- Facilitate regular internal audits and field trips to field offices on monthly basis and prepares written reports on finding and recommendations.
- With the support from the Assistant Finance Manager, SFO is responsible for the set-up of the financial systems of the field office, monitoring internal controls and suggesting improvements on the system as necessary
- Assist Assistant finance manager in scheduling monthly work plan, travel plan, training plan for field reporting staff of finance department.
- Provide training and ongoing technical support to the field finance officers, including training on accounting software and financial policies and procedures;
- Perform monthly desk review (both transactional and supporting documents) of the field office financial data to ensure expenses were properly incurred with appropriate supporting documentation and are in compliance with PACT financial policies and procedures

-
- Prepare monthly import file of field offices data to be recorded pursuant to review of Statement of Expenses (SOE) and supporting documents received from the field, including general ledger data and uploading field offices data to Serenic accounting system
 - Complete monthly quality checklist; provides feedback to the field office finance staff on the results and follows up any questionable and/or missing items
 - Internal control assessment of the field offices: monitors compliance with policies & procedures; Initiates corrective action in consultation with the Finance Manager
 - Work closely with Program Team to review field office wire transfer requests, assessing reasonableness of the request compared with past spending levels and work plans to ensure that they have adequate funding to carry out programmatic activities.
 - Develop appropriate filing system and procedures, for hard and soft copies of the financial documentation, and oversee their proper implementation
 - Ongoing technical support to the township throughout the accounting month (responding to township queries, technical instructions, regular feedback, ongoing communication and reinforcement of PACT financial policies and procedures)
 - Provide one on one training and on job training to new joining field finance staff
 - Prepare monthly feedback reports with finance recommendation
 - Assist Assistant Finance Manager in developing field financial management tools
 - Advise Assistant Finance manager and Program Team on budgetary and accounting/financial issues of the field offices
 - Assist Assistant Finance Manager in reviewing budget submitted from field offices and budget management function
 - Assist field financial performance through participation in the recruitment of the filed finance staff and contribute to their performance management as mandated by Pact HR
 - Inform the Assistant Finance Manager about any issues arising from field offices and provide constructive ideas to the management to solve them

Others

- Donor specific project audit support: prepares necessary schedules with field office, retrieves supporting documents & obtains responses as needed
- Senior Finance Officer transitional backstopping
- Other tasks assigned by the Assistant Finance Manager

Qualifications:

- Ability to analyse and problem solve, highly detail-oriented
- Ability to demonstrate a high level of accuracy in assigned tasks
- Extensive experience working with financial software and accounting systems (QuickBooks preferred) and proficiency with Microsoft Office, Outlook & other computer-based applications
- Strong oral and written communication skills to interact with all levels of staff effectively
- Ability to train and coach others in financial management
- Experience with budgets, projections, and budget tracking
- Supportive approach to supervision, mentoring and delegation

Education and Experience Requirements:

- Graduate Degree with major in Finance, Accounting, Commerce or Economics or relevant LCCI (Level 3) or ACCA certification.
- Minimum 5 years of experience in a finance/accounting position with gradually increasing responsibilities matching current job level (experience with PACT will count if performance has consistently met or exceeded job requirements)
- Formal training and/or practical experience in one or more of the following areas will be an added benefit and may be considered in lieu of the experience (experience with PACT will count if performance in the below areas has consistently met or exceeded job requirements)
 - a. Auditing
 - b. Training/ToT
 - c. Recruitment, performance feedback and goals set up

Interested candidates are invited to submit an application letter and curriculum vitae (CV), a recent passport size photograph, contact details and **two referees** addressed to the following contact by **August 15th, 2018 (Wednesday) 5:00 PM.**

Senior Human Resources Officer

Pact in Myanmar

No. 608, Penthouse, Bo Son Pat Condominium
Corner of Merchant Road and Bo Son Pat Street,
Pabedan Township, Yangon 11141, Myanmar

Email: myanmarhr@pactworld.org

Tel: 09 - 73199151; 95-1-373221, 378931, 245447 (Ext: 74 & 73)

Note:

- 1) Earlier application is encouraged to every interested person. After receiving the potential application, position may be filled up prior to closing date.
- 2) Application via email: Please do not enclose copy (ies) of other relevant supporting documents (such as educational certificate and testimonials) if the application submitted via email.
- 3) Only short listed candidates will be notified.